

**AGENDA:** October 22, 2002

**7.2**

**CATEGORY:** New Business

**DEPT.:** Council Appointments Review  
Committee

**TITLE:** Board, Commission and Committee  
Member Selection Process

### **RECOMMENDATION**

Approve the recommendations of the Council Appointments Review Committee:

1. That the entire Council interview the candidates for the Environmental Planning Commission (EPC) at a Council study session and, at the conclusion of the interviews, the Council shall determine their appointment recommendations and take final action at the next regular Council meeting.
2. Approve the revised Board/Commission/Committee Member Selection Guidelines.
3. Approve the revised City of Mountain View Community Service Application form.

**FISCAL IMPACT**—None.

### **BACKGROUND AND ANALYSIS**

At the October 8, 2002 meeting, the Council referred the survey report of the League of Women Voters of Los Altos/Mountain View regarding How Cities Make Appointments to Nonelective Positions to the Council Appointments Review Committee (CARC). The CARC met on October 14, 2002 and discussed the report. While the Committee recognized that the report did not offer specific recommendations, there were three practices of other cities described in the report that the Committee members felt were worth looking into by the City Council to incorporate into our selection process.

In particular, Section IX, Interviews, supports having the entire Council interview candidates for the EPC as a first step. The Committee believed that focusing on one commission on a trial basis is important to be able to evaluate the effectiveness of the change to the selection process before considering extending it to other boards and commissions. In further discussing this item, the Committee agreed to recommend to the Council that the interview process follow a study session format and, at the conclusion of the interviews, that Councilmembers indicate their tentative choices for appointments. The Council recommendations will then be agendized at the next regular Council meeting for further public input and final action. The Committee discussed the appropriateness of plotting on a map the residences of EPC

members and applicants to provide information on the geographical diversity of the Commission.

With respect to minimum qualifications for appointment, the Committee concluded that failure of a candidate to participate in the interview process would not be grounds for disqualification.

The Committee also recommends two other changes which were outlined in the report by the League. First would be to expand our outreach efforts similar to those utilized by La Habra to increase the potential that we would attract a diverse mix of applicants (as described in Section V, Outreach for Applicants). A copy of a letter from La Habra City Clerk to our City Clerk outlining their marketing tools is attached. I would note that Mountain View already undertakes all of the marketing efforts employed by La Habra, except for Item 8.

The second change would be to revise the standard City Community Service Application by adding a question on whether or not a candidate has attended a meeting of the particular board or commission he/she is applying for (as noted under Section VII, Applications or Statements of Interest). A copy of the revised application form is attached.

In addition, the Committee talked about the procedure for interviewing candidates and reviewed the Selection Guidelines and made changes for clarity. A strikethrough copy and a final revised copy of the Selection Guidelines are attached.

The Committee is asking Council's support of the recommendations to amend Policy K2—Board, Commission and Committee Appointments, for implementation during this year's selection process.

### **ALTERNATIVES**

1. That at a Special Meeting, the entire Council interview the candidates for the Environmental Planning Commission (EPC), as proposed, and at the conclusion of the interviews the Council shall take final action on the appointment of new members.
2. Determine that the current process for selecting members to the City board, commissions and committees is appropriate and effective and continue with the existing policy.

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**PUBLIC NOTICING**

In addition to the agenda posting, a copy of the report is being mailed to the League of Women Voters of Los Altos/Mountain View.

Prepared by:

R. Michael Kasperzak, Chair  
Council Appointments Review Committee

RMK/AMS/8/CAM  
402-10-22-02M-E^

- Attachments:
1. Survey Report—How California Cities Make Appointments to Nonelective Positions
  2. Board/Commission/Committee Member Selection Guidelines (Strikethrough and Revised Copies)
  3. Revised City of Mountain View Community Service Application
  4. Letter from La Habra City Clerk Outlining Tools to Advertise Openings

cc: League of Women Voters of Los Altos/Mountain View